

KENTUCKY NEW HIRE REPORT (PR-STW-7)

JULY 2000

VERSION (1.0)

KENTUCKY NEW HIRE REPORT

OVERVIEW

Welfare reform legislation requires employers to report information on their newly hired employees to a designated state agency. The *Kentucky New Hire Report* provides a report on employees with hire dates within a date range (both magnetic media and paper output). The employee master file must contain **Hire Date**, **Birth Date**, and **Employee Address** to successfully generate an accurate report.

NOTE: *Missing information will generate an error report during processing of the New Hire Report. These errors must be corrected before a magnetic media file can be generated.*

DESCRIPTION

The *Kentucky New Hire Report* provides a printed listing of new hires for a specified date range. The report prints the following information by employee:

- Employer Name
- Employer Address
- Employer Federal Employer Identification Number (EIN)
- Employee Name
- Employee SSN#
- Employee Address
- Employee Date of Birth
- Employee Date of Hire
- Employee Insurance , if available

GENERATING THE KENTUCKY NEW HIRE REPORT

To Generate a Kentucky New Hire Report, Select:

- B) PAYROLL & PERSONNEL
 - F) Retirement & State Specific
 - B) State of Kentucky
 - L) KY New Hire Report/Mag Media

The following screen is displayed:

Session	Edit	Commands	Settings	Help
<p>_____ KY NEW HIRE REPORT & MAG-MEDIA _____</p> <p>Action: Define Output Exit Mag-Media</p> <p>Define report options.</p> <p>Hire Date [] To []</p> <p>Location [] To [ZZZZ]</p> <p>Work Location [] To [ZZZZ]</p> <p>Group/BU [] To [ZZZZ]</p> <p>Employee Num [1] To [999999]</p> <p>Report Sort [1] Employee Name</p> <p>Employer Name [DISTRICT NAME]</p> <p>Address [DISTRICT ADDRESS]</p> <p>[]</p> <p>[DISTRICT CITY] [KY] [40601]</p> <p>Federal EIN [XXXXXXXXXX]</p>				

1. Select **Define** from the Ring Menu.
2. Enter the following fields:

Field Name	Description
Hire Date	Hire Date Range for reporting, is a required field.
Location	Accept the default if appropriate. Otherwise, enter the location of the employees on which you wish to report.
Work Location	Enter Default
Group/BU	If desired, enter a specific Group/BU or range to report by unit
Report Sort	Select desired report sequence, 1-3 (this field is required).
Employee	Employee range to report on. Use defaults to report on all employees or enter the same employee number in both fields to report on one employee only.
Federal EIN	Federal Employer Identification Number is required. Verify the displayed number for accuracy in reporting.

1. Press **ESC** to save the report definition.
2. Select **Output** and **Print**, **Spool**, or **Display** the report.

NOTE: *An error report will be generated indicating any errors detected during processing. The errors indicated on the report must be corrected before the magnetic media file generation.*

3. If **Mag Media** is selected the screen will return the path and file name for the Magnetic Media file as “/fms/munis/spooldir/KYNHRXXX.###”, where XXX is the District Number and ### is the sequence number. Be sure to note the file name for use when transferring the file.

NOTE: *If errors were found during the report generation, they must be corrected and the report must be rerun before the magnetic media file can be generated.*

4. **Verify the contents of the printed report before** transferring the Magnetic Media file to diskette.

A sample New Hire Report is attached.

TRANSFERRING THE NEW HIRE FILE TO A DISKETTE

The **NEW HIRE Magnetic Media File** must be transferred to diskette for submission to the Kentucky New Hire Reporting Site. For instructions on this process, see the document *Transferring Files from the RS6000 to KDE and Other Agencies (OSA-10)* in the **MUNIS System Administration User Guide**.

XX/XX/XXXX
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Disctrict Name
KENTUCKY NEW HIRE REPORT

DISTRICT NAME
DISTRICT ADDRESS
DISTRICT CITY, KY 40601

FEDERAL EIN: 000001111

EMP #	NAME	SSN	ADDRESS	CITY	ST ZIP	BIRTH DATE
789	BOYD, MORGAN	XXX-XX-XXXX	1572 LOUISVILLE ROAD	LOUISVILLE	KY 40372	08/15/1973
8888	DRIVER, BUSEY	XXX-XX-XXXX	1270 VERSAILLES ROAD	FRANKFORT	KY 40601	01/01/1960
1234	DRIVER, MINNIE	XXX-XX-XXXX	320 LYONS DRIVE	FRANKFORT	KY 40602	01/01/1960

** END OF REPORT **